How to Apply

◆ What you should know before applying

- As student assistants are considered to be “employed” by Science Tokyo , applications for employing student assistants must be processed by their first day of work.
- The administrative office must provide student assistants with a copy of the notice “Tax, Tax Return, and Dependent Eligibility Status” and ensure that they are informed how the income they receive will affect their tax obligations and dependent status. If there are any student assistants who work for another employer and submit an “Application for (Change in) Exemption for Dependents of Employment Income Earner” to them, please notify us by filling in the “科学大以外への扶養控除等（異動）申告書の提出状況” column on the Application Data (申請データ).
- Grants-in-Aid for Scientific Research (KAKENHI) are intended to support research activities. Student assistants paid with KAKENHI must be employed as RAs as they are considered to be assisting with research work.

◆ What to submit

1. Student Assistant Payment Application Form and Application Data

   As a first step, enter information into the worksheet named “Application Data (申請データ)” for each position and start month. Information such as students’ names and IDs will be automatically reflected in the worksheet named “Application Form (申請書).”

- Application Form
  Submit a hard copy of the form to the designated administrative office. The form must be confirmed and signed by the Administrative Budget Manager prior to submission.

- Application Data
  Submit the Excel file to the designated administrative office by email. A hard copy is not required.

2. Direct Deposit Request (or Request for Change) Form for Payroll, etc.

   http://www.jinjika.jim.titech.ac.jp/syoku/kouza_student_202611.xlsx

- Submit the Excel file to the designated administrative office by email. A hard copy is not required.
- Students who are foreign nationals are requested to submit a copy of their bank passbook to verify the spelling of the account holder’s name, etc.
  Notes:
  Student assistant salaries are paid on the 21st day of the month following the month they worked. Student assistants leaving Japan permanently must bear in mind that they need to keep their designated bank account open until after they receive their final month’s salary.

3. 2027 Application for (Change in) Exemption for Dependents of Employment Income Earner
   http://www.jinjika.jim.titech.ac.jp/syoku/tara_fuyokojyo_en2027.pdf

   Please read the following instructions carefully before filling out this form.
   What You Need to Know About "Application for (Change in) Exemption for Dependents of Employment Income Earner"

4. Other
   The following student assistants must submit identity verification document(s) as listed below.

- Japanese students enrolled in another university's regular program: A student ID for that university to verify the programs they are enrolled in.

- Foreign national students (exchange students): See the table below.

Student Status	Type of document		
	A copy of student ID (to verify enrolled program)	A copy of residence card (both sides)	A copy of the certificate of "permission to engage in activity other than that permitted under the status of residence previously granted"
Tokyo Tech regular program student	**Not required**	**Required**	• **Not required** if status of residence is "student." • **Required** if status of residence is "other than student." Note: The document is required regardless of status of residence if student assistants do NOT work as TAs or RAs.
Short-term student from overseas university (foreign exchange student)	**Required**	**Required**	• **Required** regardless of status of residence
Regular program student from another university in Japan	**Required**	**Required**	

Note:
Those who have a student ID number with "R" are not permitted to work as student assistants unless they are enrolled in a regular program at another university.

5. Individual Number (“My Number”)
   Student assistants must register their My Number with Tokyo Tech. Instructions and forms are available as follows.

   Submission of My Number (instructions)

6. Confirmation Letter regarding the Applicability of the Specific Categories for Compliance with Article 25 (1) and (2) of the Foreign Exchange and Foreign Trade Act

Tokyo Tech takes necessary measures in accordance with the Ministry of Economy, Trade and Industry’s requests to comply with the Foreign Exchange and Foreign Trade Act. For further details, please read the following information.
http://www.jinjika.jim.titech.ac.jp/syoku/appendixE.pdf

・Submit Confirmation Letter through T2APPs from Tokyo Tech Portal.
Select "NEW" and “Specific Categories” menu.
If the category(1) or (2) does not apply to you, please select “4.I do not fall under any of the categories below and no confirmation is required”.

・If you cannot access Tokyo Tech Portal, submit the document of Confirmation Letter to the Security Export Control Section (mailbox: S6-7) by campus mail or regular mail.
If the category (1) or (2) does not apply to you, please check the box “DO NOT fall under any of the categories below and no confirmation is required”

Please be sure to print it double sided, sign and submit the original.
http://www.jinjika.jim.titech.ac.jp/syoku/seiyakuE.pdf

・The letter must be submitted each calendar year (not required for each staff ID number). Please submit another letter if your category changes during the course of the year.

◆ Deadline

All necessary documents must be delivered to the Human Resources Division via designated administrative offices by the 15th day of the month preceding the first month of work. Please check the deadline for submitting to your administrative office beforehand.

Where to submit

- School of Science
  School of Science Administration Group (Mailbox no. H-75)

- School of Engineering (Ookayama campus)
  School of Engineering Administration Group (Mailbox no. H-105)

- School of Materials and Chemical Technology (Ookayama Campus)
  School of Materials and Chemical Technology Administration Group (Mailbox no. H-111)

- School of Environment and Society (Ookayama Campus)
  School of Environment and Society Administration Group (Mailbox no. H-112)

- School of Engineering, School of Materials and Chemical Technology, and School of Environment and Society (Yokohama Campus)
  School of Engineering Yokohama Administration Group (Mailbox no. G3-50)

- School of Computing
  School of Computing Administration Group (Mailbox no. W8-24)

- Institute for Liberal Arts
  Institute for Liberal Arts Administration Group (Mailbox no. W9-119)

- Department of Innovation Science, Graduate Major in Innovation Science, and Department of Technology and Innovation Management
  School of Environment and Society Tamachi Administration Group (Mailbox no. CIC807)

Note:

- The designated administrative office may change depending on type of job, project, or budget.
- For Yokohama Campus (excluding School of Engineering, School of Materials and Chemical Technology, and School of Environment and Society), please see 事務手続きのご案内 (横浜) on the campus website.